



Operations Supervisor

Details

Job ID : 235

Title : Operations Supervisor

Job Code : 1407

Salary : \$3,538.00 (Monthly)

Grade : 14

Tenured : YES

Job Departments

- Court Services - Records and Statistics
- Pretrial Services
- Court Services

Purpose

KNOWLEDGE AND CAPACITY TO SUPERVISE, DESIGN, TRAIN, AND IMPLEMENT ALL ASPECTS OF STATEWIDE OPERATIONS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : None

Experience : 3 Years of Related Experience

Job Required Knowledge

- UNDERSTANDING THE REQUIREMENTS OF ALL SERVICES WITHIN PRETRIAL AND/OR COURT SERVICES
- 3 YEARS OF RELATED EXPERIENCE MUST INCLUDE PRETRIAL SERVICES OR RELATED COJ PROGRAMS/SERVICES

Job Skills/Abilities

- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- USE OF TECHNOLOGY TO ACCOMPLISH OPERATIONAL GOALS

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE
- HISTORY OF BAIL
- HIGH DEGREE OF UNDERSTANDING OF PRETRIAL OR OTHER COJ SERVICES/PROGRAMS AND/OR THEIR SERVICES OPERATIONAL FUNCTIONS

Job Duties

- COORDINATION WITH ALL AOC DEPARTMENTS AND OTHER GOVERNMENTAL AND PRIVATE SECTOR ORGANIZATIONS TO MEET ALL DEPARTMENTAL NEEDS
- ENSURING NECESSARY ADMINISTRATIVE FUNCTIONS ARE COMPLETED AS THEY RELATE TO PROGRAM STAFF
- FACILITATE THE OPERATION OF THE STATEWIDE PROGRAM IN THE ABSENCE OF THE MANAGER
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL AND OVERNIGHT REQUIREMENTS